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REPORT OF ACTIVITIES TO INCENTIVE AWARDS COMMITTEEStatistical Summary

Number of suggestions received for the six month period ending to date.	376
Number of suggestions reviewed by three member panels of Committee.	181
Number of duplicate suggestions received for the six month period ending to date.	26
Number of suggestions presently being evaluated by concerned offices	111

(For grade levels of employee suggestions, see attached chart)

Special Program

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With the approval of the Chairman, the establishment of the Incentive Awards Program was effected 2 October 1953 at the [REDACTED] A completely developed Program was prepared in keeping with the requirements of the local situation.

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The Chief, General Services Office has requested the development of a special Incentive Awards Program for the Printing and Reproduction Division, utilizing Superior Accomplishment Awards within the framework of the Agency Incentive Awards Program. That Office has also requested assistance in the development of a program of Efficiency Awards under the Agency Incentive Awards Program designed to reward those area Record Officers who make outstanding contributions to the efficiency and economy of operations over and above standards established by the General Services Office for Records Management improvements. Such standards will, of course, be related to savings.

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Other Activities

A series of informational presentations on the utilization of the Incentive Awards Program by supervisory personnel has been inaugurated. Presentations have already been given in staff meetings of the Office of Collection and Dissemination, Office of Research and Reports, Logistics Office and Office of Operations. These sessions came about as a result of requests from the offices above.

Seven recommendations for Superior Accomplishment Awards have been received in the past month, compared to 2 for fiscal year 1953. Four more are already being prepared for presentation at the next Committee meeting. Telephone calls have been received from several offices throughout the Agency inquiring as to procedure for making recommendations for Superior Accomplishment Awards.

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Promotional activities are being continued in keeping with the Director's policy statement as contained in [redacted] 15 June 1953 relating to his desire that all employees be made aware of the Incentive Awards Program. The General Services Office are preparing, through their funds, a portable display sign for use throughout Agency buildings in publicizing the Program.

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